



DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK 12451.2A

N02

21 Jun 05

NAVPHIBASELCREEK INSTRUCTION 12451.2A

Subj: DELEGATION OF AUTHORITY TO APPROVE CIVILIAN INCENTIVE
AWARDS

Ref: (a) HRO Manual, Chap. 451

1. Purpose. To delegate authority to Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) managers and supervisors to act as deciding officials in civilian incentive awards. Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST/REGPUBSAFETYINST 12451.2.

3. Background. The Civilian Incentive Awards Program is designed to motivate employees and teams of employees to increase productivity by recognizing their contributions of creativity, efficiency, economy, and effectiveness. Procedures set forth in reference (a), and this instruction, shall be adhered to for approving incentive awards for NAVPHIBASE LCREEK Staff civilian personnel.

4. Delegation of Authority. In accordance with reference (a), Department Heads and Special Assistants will obtain authorization from the Executive Officer and will ensure adequate funds are available and within budgetary limits.


G. E. COOPER

Distribution:
NAVPHIBASELCREEKINST 5216.2Q
List IA - Case A